



## How to Log Your Work Search and File a Weekly Claim Online

GO TO - <https://neworks.nebraska.gov>

### **WORK SEARCH OVERVIEW:**

As a condition of eligibility, most individuals who file for unemployment are required to make job contacts with prospective employers weekly. Your work search log is subject to ongoing review and disqualification from benefits may be assessed if you fail to report the required weekly work search or your work search is not verifiable.

You can enter your work search contact information by choosing one of the options listed below.

### **OPTION 1: LOG YOUR WORK SEARCH DURING THE BENEFIT WEEK**

#### ***Two steps***

1. Record contacts made the same day/week. (You have Sunday through Saturday to enter these contacts)
2. Then between Sunday and Friday of the following week select **File A Weekly Claim**, answer questions and certify the work search entries for the prior week

You may log/add your work search contacts during the week you make them, before you file your weekly claim for benefits. Work searches completed during the benefit week **may be** entered beginning Sunday at 12:01 am through Saturday by 11:59 pm of that benefit week. (See calendar on page 4 for instructions.)

OR

### **OPTION 2: LOG YOUR WORK SEARCH CONTACTS AT THE SAME TIME YOU FILE YOUR WEEKLY CLAIM**

You may log/add your work search contacts while filing your weekly claim for benefits. (See instructions on pages 8-15.)

## **OPTION 1: LOG YOUR WORK SEARCH DURING THE BENEFIT WEEK**

GO TO: [NEworks.nebraska.gov](http://NEworks.nebraska.gov)

Log in, then select “Unemployment Services” on the right side of the page under the “Services for Individuals” heading.

The screenshot displays the NEworks.nebraska.gov website interface. On the left is a vertical navigation menu with the following sections:

- My Individual Workspace**
  - My Dashboard
  - How We Can Help You
  - Employment Strategy
  - Directory of Services
  - My Resources
- Quick Menu**
  - Job Search
  - Resumé Builder
  - My Portfolio
- Services for Individuals** (highlighted with a red box and a red arrow pointing to 'Unemployment Services')
  - Career Services
  - Job Seeker Services
  - Education Services
  - Labor Market Services
  - Community Services and Benefits
  - Financial Services
  - Unemployment Services**
  - Veteran Services
  - Youth Services
  - Senior Services
  - Disability Services
  - Staff Provided Services
- Other Services**
  - Communication Center
  - Appointment Center
  - Assistance Center

The main content area features a top navigation bar with links: [My Dashboard](#), [How We Can Help You](#), [Employment Strategy](#), [Directory of Services](#), and [My Resources](#). Below this is a 'Services Preview' section with the heading 'Accurately Plan Your Finances' and a subheading 'We can help you with a monthly budget and a plan for the future if you are anticipating a loss of income or benefits.' It includes links for 'Plan your overall budget', 'Plan your training budget', 'Plan for loss of income', and 'Financial Aid that is available'. Below the preview are buttons for 'Find a Job', 'Get Recruited & Be Proactive', 'Get Trained', 'Review the Job Market', and 'Explore a New Career'. Further down are buttons for 'Unemployment Assistance', 'Plan Your Finances', 'Review Benefits Available', and 'Other Services'.

The bottom section contains several widgets:

- Job Seeker Services**: Includes 'Job Search' (Find current job openings), 'Resumé Builder' (Create, store and update your resumé online), and 'Virtual Recruiter' (Create a system job search alert). A link for 'More Job Seeker Services' is at the bottom.
- My Personal Profile**: Includes 'My Background' (1 Employment History, 0 Education Histories, 0 Certificates) and a 'View Your Personal Profile' link.
- Unemployment Services**: Includes 'Unemployment Benefit Overview' (Information about the Unemployment Benefit program) and 'Start an Unemployment Claim' (File an initial claim or re-open an existing claim).
- My Benefits Plan**: Shows 'WIA Applications Enrolled in 0 courses' and 'TAA Applications Enrolled in 0 courses'. A link for 'View Your Benefits Plan' is at the bottom.
- Current Events**: Lists events with counts: 'WorkShop/Training' (0), 'Job Fair' (0), 'Meetings' (0), 'Rapid Response' (0), 'Orientation' (0), 'Employer Recruitment Event' (1), and 'Other Events' (0). A 'More Events' link is at the bottom.
- My Employment Plan**: Shows '0 Job Applications' (0 applications to internal jobs, 0 links to apply at external sites), '0 Resúmes (Viewed by 0 Employers)', and '0 Virtual Recruiter Saved Job Alerts'.

Under the “Unemployment Services” dashboard choose the “Work Search Log” link on the right side of the page.

Home

Sign Out

Services for Individuals

Services for Employers

Labor Market Analysis

NEworks

NEBRASKA DEPARTMENT OF LABOR

My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Resumé Builder

My Portfolio

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Please select from the Unemployment Services options listed below.

[Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.

[File a New Unemployment Claim](#) - File your initial Unemployment Claim.

[File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.

[Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

[Update Contact Information](#) - Review and update name, address, phone or email.

[Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.

[View Tax Form 1099-G](#) - View and print your IRS income tax information.

[View Payment Information](#) - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

[Resume Builder](#) - To create an online, active resume to meet eligibility requirements.

[Work Search Log](#) - If required, record your work search contacts for the current calendar week.

[Employment Strategy](#) - View a custom employment strategy just for you.

[Repayment of Benefit Overpayment](#) - To repay overpayments of Unemployment Insurance benefits online.

[Change Federal Withholding](#) - You may opt to have 10% of your weekly payment amount withheld for federal income tax.

[File an Appeal](#) - Request a hearing if you disagree with a written determination that you have received.

Current User Statistics

Listed below is a summary of some of the activity you have accomplished on NEworks. Click any of the links in this section to review those items

Reviewed:

Created:

Messages:

Classroom Training:

Online Training:

Virtual Recruiter

[0](#) occupation(s), [0](#) education program(s), [0](#) employer(s) and [0](#) job(s)  
[0](#) resumé(s) (viewed by [0](#) employer(s)), [0](#) letter(s) and [0](#) saved job alert(s)  
[0](#) new message(s), [0](#) new appointment(s)  
[0](#) TAA course(s), [0](#) WIA course(s)  
Enroll in [ALISON](#)  
[0](#) active virtual recruiters. Search has not been run.

From this menu, select “WORK SEARCH LOG”

## Unemployment Benefits

Choose an option below:

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### [UNEMPLOYMENT SERVICES MENU](#)

- [Change Your Contact Information](#)
- [Create Your Resume](#)
- [Search for Jobs](#)

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### WEEKLY ACTIVITIES:



#### [WORK SEARCH LOG](#)

If required, record your work search contacts for the current calendar week.

#### [FILE WEEKLY CLAIM FOR BENEFITS](#)

Submit your weekly request for benefit payment.

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### FILE A CLAIM:

#### [FILE A NEW UNEMPLOYMENT CLAIM](#)

File your initial Unemployment Claim.

#### [REOPEN AN EXISTING CLAIM](#)

If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

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### CLAIM INFORMATION:

#### [VIEW PAYMENT INFORMATION](#)

View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

#### [REPAYMENT OF BENEFIT OVERPAYMENT](#)

**Coming Soon:** To repay overpayments of Unemployment Insurance benefits online.

#### [CHANGE PAYMENT METHOD](#)

You may opt to receive payments through debit card or direct deposit.

#### [CHANGE FEDERAL WITHHOLDING](#)

You can opt to have 10% of your weekly payment amount withheld for federal income tax.

#### [VIEW TAX FORM 1099-G](#)

View and print your IRS income tax information.

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### APPEAL A DETERMINATION:

#### [FILE AN APPEAL](#)

Request a hearing if you disagree with a written determination that you have received.

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### [LOG OFF](#)

The “Unemployment Insurance Weekly Work Search Log” page will appear.

- Enter all employer contact information for verification. (See calendar on following page of instructions.)

**Nebraska Department of Labor - Unemployment Insurance Weekly Work Search Log**  
**\*Indicates required fields**  
Please log your work search contacts made during the period: 06/28/2015 thru 07/04/2015

Any week in which you claim benefits may be audited therefore; you are required to provide information regarding your eligibility for benefits.  
You may add work search contacts for the current week using the "ADD" button at the bottom of the screen. These work searches will be used as part of your weekly claim.  
This Work Search Log will be available for editing through Saturday at 11:59 pm.  
Once all of your work search contacts have been entered, select the "SAVE/CLOSE" button.  
This Work Search Log will be used as part of your weekly certification, but does not replace the filing of your weekly claim.  
Additional information can be found under the Need Help Button at the bottom of the page.  
Alert: Failure to provide verifiable information may result in your claim being disqualified for the week above.

*Date Of Contact(MM/DD/YYYY)	:	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Name of Employer	:	<input type="text"/>		
Employer Address (Include Street,City,State,Zip)	:	<input type="text"/>		
Phone Number	:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of Person Contacted	:	<input type="text"/>		
*Method of Contact	:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Position applied for	:	<input type="text"/>		
*Was an application for employment or your resume submitted?	:	<input type="radio"/> Yes <input type="radio"/> No		

Provide Employer Address Above

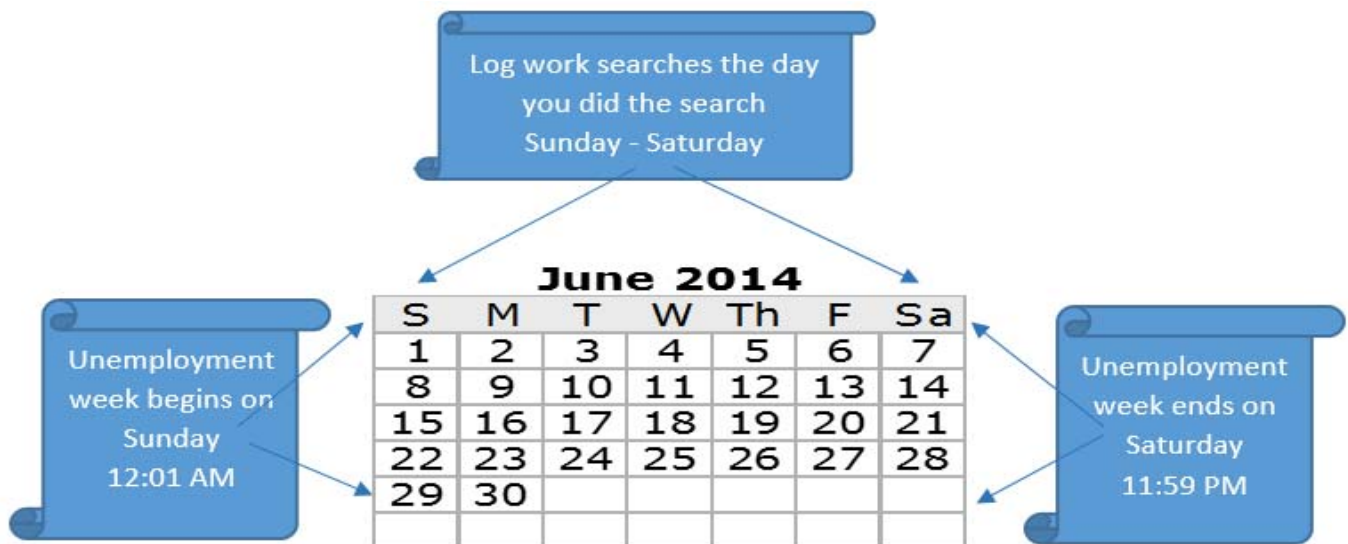
[Need Help ?](#)

See below to view the Unemployment Insurance Benefits calendar week beginning and ending days to log your job contacts when you make them.

The Unemployment benefits calendar week begins on Sunday and ends on Saturday.

For example: For the calendar week ending Saturday, 6-7-14, enter your two work search contacts by Saturday. If you applied for jobs on 6-3-14 and 6-4-14, you can enter the contact information on the same day, or by Saturday, 6-7-14 in the “Record Work Search Contacts” screen. Claim your weekly benefits for the week ending 6-7-14 on Sunday, 6-8-14.





Fill out all information for verification, date you contacted the employer, employer's name, address, phone number, method of contact, name of the position you applied for.

**Nebraska Department of Labor - Unemployment Insurance Weekly Work Search Log**  
 \*Indicates required fields  
 Please log your work search contacts made during the period: 06/28/2015 thru 07/04/2015

Any week in which you claim benefits may be audited therefore; you are required to provide information regarding your eligibility for benefits.  
 You may add work search contacts for the current week using the "ADD" button at the bottom of the screen. These work searches will be used as part of your weekly claim.  
 This Work Search Log will be available for editing through Saturday at 11:59 pm.  
 Once all of your work search contacts have been entered, select the "SAVE/CLOSE" button.  
 This Work Search Log will be used as part of your weekly certification, but does not replace the filing of your weekly claim.  
 Additional information can be found under the Need Help Button at the bottom of the page.  
 Alert: Failure to provide verifiable information may result in your claim being disqualified for the week above.



*Date Of Contact(MM/DD/YYYY)	:	06 / 29 / 2015
*Name of Employer	:	ABC Employer
Employer Address (Include Street, City, State, Zip)	:	123 Main St, Lincoln, NE 68501
Phone Number	:	123 - 456 - 7890
Name of Person Contacted	:	John Doe
*Method of Contact	:	In Person <input type="button" value="v"/> Provide Employer Address Above
Position applied for	:	Cashier
*Was an application for employment or your resume submitted?	:	<input checked="" type="radio"/> Yes <input type="radio"/> No

[Need Help ?](#)

After entering the information, select "ADD" to add another employer.

This Work Search Log will be available for editing through Saturday at 11:59 pm.  
 Once all of your work search contacts have been entered, select the "SAVE/CLOSE" button.  
 This Work Search Log will be used as part of your weekly certification, but does not replace the filing of your weekly claim.  
 Additional information can be found under the Need Help Button at the bottom of the page.  
 Alert: Failure to provide verifiable information may result in your claim being disqualified for the week above.

*Date Of Contact(MM/DD/YYYY)	:	06 / 29 / 2015
*Name of Employer	:	ABC Employer
Employer Address (Include Street, City, State, Zip)	:	123 Main St, Lincoln, NE 68501
Phone Number	:	123 - 456 - 7890
Name of Person Contacted	:	John Doe
*Method of Contact	:	In Person <span style="color: red;">Provide Employer Address Above</span>
Position applied for	:	Cashier
*Was an application for employment or your resume submitted?	:	<input checked="" type="radio"/> Yes <input type="radio"/> No

*Date Of Contact(MM/DD/YYYY)	:	06 / 29 / 2015
*Name of Employer	:	123 Employer
Employer Address (Include Street, City, State, Zip)	:	321 Main St, Lincoln, NE 68501
Phone Number	:	098 - 765 - 4321
Name of Person Contacted	:	
*Method of Contact	:	Web Address
Web Address	:	www.123employer.com
Position applied for	:	Manager
*Was an application for employment or your resume submitted?	:	<input checked="" type="radio"/> Yes <input type="radio"/> No

ADD SAVE & CLOSE CANCEL Need Help ?



If you have more than two job contacts, continue to add them by clicking "ADD" until you are satisfied that all contacts you made during the week are entered, then click on **"Save & Close."**

### **NOTE:**

When you file your weekly claim for benefits on Sunday, all work searches you logged during the Unemployment benefit week will be displayed to you as part of the weekly claim for benefits process.

Your benefits may be denied for any week in which information you provide on work searches is not verifiable or you fail to report your work search contacts in your online work search log.

**DO NOT FORGET:** You will still need to request benefits by filing a [weekly claim for unemployment benefits](#) beginning Sunday. You have until Friday 11:59 PM to request benefits for the previous week.

**IMPORTANT:** Saturday after 11:59 pm you are no longer able to enter your work search contacts into the "Weekly Work Search Log" for the previous week. If you did not enter your job contacts during the benefit week, as outlined in Option 1 above, you will be able to enter your work search contacts on Sunday when you are filing a weekly claim for unemployment benefits for the previous week. See the next page for "Option 2 Instructions."

## **OPTION 2: LOG YOUR WORK SEARCH CONTACTS AT THE SAME TIME YOU FILE YOUR WEEKLY CLAIM**

GO TO: <https://NEworks.nebraska.gov>

Log in, then select “Unemployment Services” on the left side of the page under the “Services for Individuals” heading.

The screenshot displays the NEworks.nebraska.gov website interface. On the left, a sidebar menu is visible with the following sections:

- My Individual Workspace**
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  - My Resources
- Quick Menu**
  - Job Search
  - Resumé Builder
  - My Portfolio
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  - Career Services
  - Job Seeker Services
  - Education Services
  - Labor Market Services
  - Community Services and Benefits
  - Financial Services
  - Unemployment Services**
  - Veteran Services
  - Youth Services
  - Senior Services
  - Disability Services
  - Staff Provided Services
- Other Services**
  - Communication Center
  - Appointment Center
  - Assistance Center

The main content area features a top navigation bar with links: [My Dashboard](#), [How We Can Help You](#), [Employment Strategy](#), [Directory of Services](#), and [My Resources](#). Below this is a 'Services Preview' section with the heading 'Accurately Plan Your Finances' and a subheading 'We can help you with a monthly budget and a plan for the future if you are anticipating a loss of income or benefits.' This section includes links to 'Plan your overall budget', 'Plan your training budget', 'Plan for loss of income', and 'Financial Aid that is available'. Below the preview are buttons for 'Find a Job', 'Get Recruited & Be Proactive', 'Get Trained', 'Review the Job Market', and 'Explore a New Career'. Further down are buttons for 'Unemployment Assistance', 'Plan Your Finances', 'Review Benefits Available', and 'Other Services'.

The bottom section contains several widgets:















- Job Seeker Services**: Includes links for 'Job Search' (Find current job openings), 'Resumé Builder' (Create, store and update your resumé online), and 'Virtual Recruiter' (Create a system job search alert). A 'More Job Seeker Services' link is also present.
- My Personal Profile**: Shows 'My Background' with '1 Employment History', '0 Education Histories', and '0 Certificates'. A 'View Your Personal Profile' link is provided.
- Unemployment Services**: Includes 'Unemployment Benefit Overview' (Information about the Unemployment Benefit program) and 'Start an Unemployment Claim' (File an initial claim or re-open an existing claim).
- My Benefits Plan**: Shows '0 WIA Applications Enrolled in 0 courses' and '0 TAA Applications Enrolled in 0 courses'. A 'View Your Benefits Plan' link is provided.
- Current Events**: Lists events such as 'WorkShop/Training' (0), 'Job Fair' (0), 'Meetings' (0), 'Rapid Response' (0), 'Orientation' (0), 'Employer Recruitment Event' (1), and 'Other Events' (0). A 'More Events' link is also present.
- My Employment Plan**: Shows '0 Job Applications' (0 applications to internal jobs, 0 links to apply at external sites), '0 Resúmes (Viewed by 0 Employers)', and '0 Virtual Recruiter Saved Job Alerts'.

At the bottom, there is a 'Need help or more information' link and an 'Assistance Center' link.



Under the “Unemployment Services” dashboard choose the “File a Weekly Claim for Benefits” link on the left side of the page.

Please select from the Unemployment Services options listed below.

 <a href="#">Unemployment Benefit Overview</a> - Information on the Unemployment Benefits program including how you qualify for benefits.	 <a href="#">View Payment Information</a> - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.
 <a href="#">File a New Unemployment Claim</a> - File your initial Unemployment Claim.	 <a href="#">Resume Builder</a> - To create an online, active resume to meet eligibility requirements.
 <a href="#">File a Weekly Claim for Benefits</a> - Submit your weekly request for benefit payment.	 <a href="#">Work Search Log</a> - If required, record your work search contacts for the current calendar week.
 <a href="#">Reopen an Existing Claim</a> - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.	 <a href="#">Employment Strategy</a> - View a custom employment strategy just for you.
 <a href="#">Update Contact Information</a> - Review and update name, address, phone or email.	 <a href="#">Repayment of Benefit Overpayment</a> - To repay overpayments of Unemployment Insurance benefits online.
 <a href="#">Change Payment Method</a> - You may opt to receive payments through debit card or direct deposit.	 <a href="#">Change Federal Withholding</a> - You may opt to have 10% of your weekly payment amount withheld for federal income tax.
 <a href="#">View Tax Form 1099-G</a> - View and print your IRS income tax information.	 <a href="#">File an Appeal</a> - Request a hearing if you disagree with a written determination that you have received.

From this menu, choose “FILE WEEKLY CLAIM FOR BENEFITS.”

## Unemployment Benefits

Choose an option below:

### UNEMPLOYMENT SERVICES MENU

- [Change Your Contact Information](#)
- [Create Your Resume](#)
- [Search for Jobs](#)

### WEEKLY ACTIVITIES:

[WORK SEARCH LOG](#)

If required, record your work search contacts for the current calendar week.

[FILE WEEKLY CLAIM FOR BENEFITS](#)

Submit your weekly request for benefit payment.

### FILE A CLAIM:

[FILE A NEW UNEMPLOYMENT CLAIM](#)

File your initial Unemployment Claim.

[REOPEN AN EXISTING CLAIM](#)

If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

### CLAIM INFORMATION:

[VIEW PAYMENT INFORMATION](#)

View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

[REPAYMENT OF BENEFIT OVERPAYMENT](#)

**Coming Soon:** To repay overpayments of Unemployment Insurance benefits online.

[CHANGE PAYMENT METHOD](#)

You may opt to receive payments through debit card or direct deposit.

[CHANGE FEDERAL WITHHOLDING](#)

You can opt to have 10% of your weekly payment amount withheld for federal income tax.

[VIEW TAX FORM 1099-G](#)

View and print your IRS income tax information.

### APPEAL A DETERMINATION:

[FILE AN APPEAL](#)

Request a hearing if you disagree with a written determination that you have received.

[LOG OFF](#)

**File A Weekly Claim** – After you file your initial claim or reopen your existing claim, you must file a weekly claim for benefits each week you are requesting a payment, even if your eligibility is being decided or you have an appeal pending.

Unemployment calendar week begins on Sunday and ends on Saturday



You will be presented with some important information regarding filing your weekly claim for benefits. Read the information below and then press the continue button at the bottom of the page.

#### Weekly Claim

##### Prepare the following information:

- Name of the County you are in while filing this weekly benefits request.
- Total gross earnings (if any) for the week claimed and the Employer Name, Address, and Phone Number.
- Your weekly work search contacts, if required.

##### For your information:

After 15 minutes of no activity, you will be automatically logged off and all information that has been entered will be lost.

Any questions answered that require further information from you will bring up a form to be completed. You will need to answer all questions as completely as possible. You may be contacted within a few days if any additional information is needed.

**The law provides penalties, including loss of benefits and/or criminal charges, for making false statements to obtain unemployment benefits. Any week you claim benefits may be audited and you will be required to provide information regarding your eligibility for benefits.**

Click the Continue button to begin a weekly claim. To exit the weekly claim process, click the Close button.

CONTINUE

CLOSE

The “Weekly Certification – Wage Information” page appears.

- The date listed on the screen is the benefit week you are requesting benefits.
- You must report your gross earnings in the week you perform the work, not when you are paid for it. If you worked, report your gross earnings (before deductions and taxes).
- Answer the questions on the screen below for the previous week.
- After entering the requested information, click on Continue.

**Weekly Certification - Wage Information**  
\*Indicates required fields

You are claiming for the week: 06/21/2015 thru 06/27/2015

1. \*During the week listed above, did you work? : ☐ Yes ☐ No  
If yes, report any wages during the week you worked, even if you are not paid until later. Please enter total Gross Amount. :

2. \*County where filing today? :

**CONTINUE** **CANCEL** [Need Help ?](#)

The “Weekly Certification – Eligibility Information” page appears below.

- Answer the questions carefully, and truthfully.
- Click on Continue.

**Weekly Certification - Eligibility Information**  
\*Indicates required fields

You are claiming for the week: 06/21/2015 thru 06/27/2015

1. \* Were you available four or more days during the week to accept a job if offered? You are considered available for work if you are appearing for duty before any court under a lawfully issued summons. : ☐ Yes ☐ No

2. \*Were you physically able to work four or more days during the week? : ☐ Yes ☐ No

3. \*Did you refuse an offer to work or a referral to a job? : ☐ Yes ☐ No

4. \*Did you begin school or did your class schedule change? : ☐ Yes ☐ No

5. \*Did you begin receiving Pension benefit, or did the amount of your benefit change? : ☐ Yes ☐ No

6. \*Did you receive any payments other than wages or pension from an employer such as vacation pay, holiday pay, worker's compensation or a bonus? : ☐ Yes ☐ No

7. \*Did you make at least two contacts with employers in an attempt to obtain employment? : ☐ Yes ☐ No

**CONTINUE** **BACK** **CANCEL** [Need Help ?](#)

If your answer to question # 7 is “YES”, please follow the instructions on the following page on how to enter the job contacts for the week you are requesting benefits.

**NOTE: This is your last chance to report your work search contacts for the previous week.**

**Weekly Certification - Work Search Log**  
Work Search Contacts made during the period : 06/21/2015 thru 06/27/2015

Any week in which you claim benefits may be audited.  
You are required to provide information regarding your eligibility for benefits.  
You stated that you made your required work search contacts.

- Below are the work search contacts that you have logged throughout the week. You may edit these records directly on this page.
- Add all additional work search contacts for the week being claimed using the "ADD" button at the bottom of the screen.
- Certify each work search contact by selecting the "CERTIFY" button to the right of the contact. By certifying your work search contact, you are stating that this is a valid contact. If you do not wish to certify a contact, you may select the delete button to have it removed.
- If you do not wish to provide your work search information, select the check box indicating, "I choose not to record my work search contacts and understand that I am waiving my rights to benefits for the week in which I am certifying." By selecting this check box, all previously entered work search contacts will not be reported as part of this weekly claim.
- Failure to provide valid work search information may result in your claim being disqualified for the week above.
- Once all of your work search contacts have been entered, select the "CONTINUE" button to move to the next page.
- Additional information can be found under the "NEED HELP" Button at the bottom of the screen.

☐ I choose not to record my work search contacts and understand that I am waiving my rights to benefits for the week in which I am certifying.

**ADD** **CONTINUE** **BACK** **CANCEL** **PRINT** [Need Help ?](#)

**CAUTION**

Click on "ADD" to add your work search contact.

By choosing the option "I choose not..." you are indicating that you are not going to report your work searches, and that you know you will not receive benefits for the week.

Enter **ALL** of the 1st employer work search contact information for the previous week and click on the ADD button in order to add information for your 2<sup>nd</sup> job contact.

**Nebraska Department of Labor - Unemployment Insurance Weekly Work Search Log**

\*Indicates required fields

Please log your work search contacts made during the period: 06/28/2015 thru 07/04/2015

Any week in which you claim benefits may be audited therefore; you are required to provide information regarding your eligibility for benefits.

You may add work search contacts for the current week using the "ADD" button at the bottom of the screen. These work searches will be used as part of your weekly claim.

This Work Search Log will be available for editing through Saturday at 11:59 pm.

Once all of your work search contacts have been entered, select the "SAVE/CLOSE" button.

This Work Search Log will be used as part of your weekly certification, but does not replace the filing of your weekly claim.

Additional information can be found under the Need Help Button at the bottom of the page.

Alert: Failure to provide verifiable information may result in your claim being disqualified for the week above.

*Date Of Contact(MM/DD/YYYY)	:	06 / 29 / 2015
*Name of Employer	:	ABC Employer
Employer Address (Include Street, City, State, Zip)	:	123 Main St, Lincoln, NE 68501
Phone Number	:	123 - 456 - 7890
Name of Person Contacted	:	John Doe
*Method of Contact	:	In Person <span style="float: right;">Provide Employer Address Above</span>
Position applied for	:	Cashier
*Was an application for employment or your resume submitted?	:	<input checked="" type="radio"/> Yes <input type="radio"/> No

**ADD**

**SAVE & CLOSE**

**CANCEL**

[Need Help ?](#)

Enter **ALL** of the 2<sup>nd</sup> employer work search contact information for the previous week. You may enter as many work search contacts as you wish; however, two job contacts with prospective employers is the minimum requirement for your weekly benefits.

After you have entered all your job contacts for the week, click on the Continue button.

This Work Search Log will be available for editing through Saturday at 11:59 pm.

Once all of your work search contacts have been entered, select the "SAVE/CLOSE" button.

This Work Search Log will be used as part of your weekly certification, but does not replace the filing of your weekly claim.

Additional information can be found under the Need Help Button at the bottom of the page.

Alert: Failure to provide verifiable information may result in your claim being disqualified for the week above.

*Date Of Contact(MM/DD/YYYY)	:	06 / 29 / 2015
*Name of Employer	:	ABC Employer
Employer Address (Include Street, City, State, Zip)	:	123 Main St, Lincoln, NE 68501
Phone Number	:	123 - 456 - 7890
Name of Person Contacted	:	John Doe
*Method of Contact	:	In Person <span>Provide Employer Address Above</span>
Position applied for	:	Cashier
*Was an application for employment or your resume submitted?	:	<input checked="" type="radio"/> Yes <input type="radio"/> No

*Date Of Contact(MM/DD/YYYY)	:	06 / 29 / 2015
*Name of Employer	:	123 Employer
Employer Address (Include Street, City, State, Zip)	:	321 Main St, Lincoln, NE 68501
Phone Number	:	098 - 765 - 4321
Name of Person Contacted	:	
*Method of Contact	:	Web Address
Web Address	:	www.123employer.com
Position applied for	:	Manager
*Was an application for employment or your resume submitted?	:	<input checked="" type="radio"/> Yes <input type="radio"/> No

ADD

Continue

CANCEL

Need Help ?



On the screen below, you now have the opportunity to review the work search contacts you have entered. If you are satisfied that the information is correct, choose "Certify." If you are not satisfied that the information is correct, you may correct the information and then click "Certify." If you wish to delete a work search contact, choose "Delete," then click on the "ADD" button to add another work search contact.

**Weekly Certification - Work Search Log**  
Work Search Contacts made during the period : 06/21/2015 thru 06/27/2015

Any week in which you claim benefits may be audited.  
You are required to provide information regarding your eligibility for benefits.  
You stated that you made your required work search contacts.

- Below are the work search contacts that you have logged throughout the week. You may edit these records directly on this page.
- Add all additional work search contacts for the week being claimed using the "ADD" button at the bottom of the screen.
- Certify each work search contact by selecting the "CERTIFY" button to the right of the contact. By certifying your work search contact, you are stating that this is a valid contact. If you do not wish to certify a contact, you may select the delete button to have it removed.
- If you do not wish to provide your work search information, select the check box indicating, "I choose not to record my work search contacts and understand that I am waiving my rights to benefits for the week in which I am certifying." By selecting this check box, all previously entered work search contacts will not be reported as part of this weekly claim.
- Failure to provide valid work search information may result in your claim being disqualified for the week above.
- Once all of your work search contacts have been entered, select the "CONTINUE" button to move to the next page.
- Additional information can be found under the "NEED HELP" Button at the bottom of the screen.

☐ I choose not to record my work search contacts and understand that I am waiving my rights to benefits for the week in which I am certifying.

*Date Of Contact(MM/DD/YYYY)	: 06 / 21 / 2015	<input checked="" type="radio"/> Certify <input type="radio"/> Delete
*Name of Employer	: ABC Employer	
Employer Address (Include Street, City, State, Zip)	: 123 Main St. Lincoln, NE 68501	
Phone Number	: 123 - 456 - 7890	
Name of Person Contacted	: John Doe	
*Method of Contact	: In Person	
Position applied for	: Cashier	
*Was an application for employment or your resume submitted?	: <input checked="" type="radio"/> Yes <input type="radio"/> No	
<hr/>		
*Date Of Contact(MM/DD/YYYY)	: 06 / 21 / 2015	<input checked="" type="radio"/> Certify <input type="radio"/> Delete
*Name of Employer	: 123 Employer	
Employer Address (Include Street, City, State, Zip)	: 321 Main St. Lincoln, NE 68501	
Phone Number	: 000 - 000 - 0000	

You must  
certify at  
least 2  
work  
search  
contacts.

**ADD** **CONTINUE** **BACK** **CANCEL** **PRINT** [Need Help ?](#)



**You are Claiming for the Week: 06/21/2015 thru 06/27/2015**

Note: To edit a response, use the BACK button at the bottom of the page.

- |    |                |
|----|----------------|
| 1  | No             |
| 2  | Lancaster (NE) |
| 3  | Yes            |
| 4  | Yes            |
| 5  | No             |
| 6  | No             |
| 7  | No             |
| 8  | No             |
| 9  | Yes            |
| 10 | 2              |

Double  
check  
your  
ANSWERS

SUBMIT

**BACK**

**CANCEL**

The “Weekly Certification – Confirmation Statement” page appears, which indicates you have reached the end of your weekly claim for benefits. You may want to print this page for your records, or write down the confirmation number listed. **The confirmation number is your proof that you did complete your weekly claim for benefits.**

**You are claiming for the week: 06/21/2015 thru 06/27/2015**

- Confirmation Number : **W2015063016062354746**
- File Date : **Tuesday, June 30, 2015**
- You have completed your weekly claim for benefits. If eligible, we will process the benefit payment. We will advise you of any eligibility issues. Until then, continue to claim your benefits each week you are unemployed or working reduced hours.
- **Our records indicate that your current registration with Employment Services does not meet the registration requirement. A complete registration includes an application and online resume with work history to be completed through NWorks. Benefits may be denied for any week in which your registration is not complete.**
- To keep your claim current, continue claiming each week.
- Keep a record of all gross wages earned during each week claimed. Earnings must be reported when earned, regardless of when paid. Any week that your gross earnings equal or exceed your weekly benefit amount, your claim will be stopped. You will need to reopen your claim during any week your gross earnings are less than your weekly benefit amount.

CLOSE

PRINT

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